

**COOS COUNTY AIRPORT DISTRICT**  
**Job Description**  
**OPERATIONS OFFICER**

General Position Summary: Responsible for assuring that the Airport is operating in accordance with various federal, state and local rules and regulations. Acts as a direct representative of the Coos County Airport District and the Executive Director. Monitors the daily operation of the Airport and is responsible for inspecting, identifying and reporting corrections for any discrepancy. Acts as an Airport representative to federal and state employees, Airport tenants, concessionaires, dignitaries and the general public.

Essential Functions / Major Responsibilities: (The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job changes.)

- Performs inspections of parking lots, rental car facilities, terminal building, terminal ramp, fixed-base operators, cargo ramps, perimeter fencing, taxiways, runways and fueling facilities.
- Responds to emergency situations/locations and assists in the establishment of on-scene command posts. Response to emergency situations can involve operation of a four-wheel drive vehicle over rough terrain and extensive walking or standing.
- Responsible for enforcement of various Federal Aviation Regulations, including compliance with FAR Part 139 Airport Rules and Regulations and the Airport Operations and Emergency Manual.
- Ensures that the Airport meets all specifications of the Airport Certification Manual. Initiates appropriate action until such time as the discrepancies are corrected.
- Maintains constant awareness of the tenant problems and requirements. Manages gate control program under TSA Part 1542, other programs and assigned duties.
- Responsible for issuing Notice to Air Missions (NOTAMS), when required.
- Empowered to suspend Rules and Regulations and issue such orders, rules and regulations as may be necessary:
  - Close the Airport in its entirety or any portion;
  - Delay or restrict any flight;
  - Direct refusal of takeoff permission to aircraft;
  - Deny the use of the Airport to any specified classes of aircraft or to any individual or group.
- Provide escort in the movement areas of the AOA.
- Provide wildlife control, according to the Wildlife Hazard Management Plan
- Responsible for entering aircraft use fees into SORA database and photographing transient aircraft when duties allow.
- Possession of, or ability to obtain, an Airport Safety and Operations Specialist (ASOS) certification.

- Monitor weather conditions and updates community officials and Airport tenants when conditions warrant.
- Performs duties as stated in the ARFF Officer job description.
- Performs other duties as assigned by the Operations Supervisor.

Job Scope: This job has recurring work situations with occasional variations from the norm and involves a moderate degree of complexity. Generally, operates from established and well-known procedures, but can determine own practices and procedures.

Supervisory Responsibility: This job has no supervisory responsibility.

Interpersonal Contacts: Contacts are normally made with others both inside and outside the Airport. Contacts inside the Airport are usually made with own department staff and supervisor, and with Airport customers. Contacts outside the Airport include persons from other agencies.

Specific Job Skills: Considerable knowledge of laws, rules and regulations which apply to the Airport, in addition to standard Airport policies related to the work area. Ability to communicate effectively both verbally and in written form. Ability to act independently without close supervision, and to make independent judgments based on established policies. Ability to work effectively with tenants and the general public.

While performing the duties of this job, the employee is required to continuously talk and listen. The employee is required to frequently stand, sit, walk and climb. The employee is required to occasionally use repetitive motions of hands/wrists. Ability to lift and carry up to 10 pounds.

Education and/or Experience: High school diploma or equivalent (GED) and two years' experience in a similar position or a combination of education, training and/or experience which would provide the required knowledge, skills and abilities necessary to perform the duties of the position. Ability to drive Emergency Response Equipment and operate two-way VHF/UHF radios, mobile and portable telephones, word processing equipment and personal computers. Possession of, or ability to obtain, a valid Oregon driver's license.

Job Conditions: Due to the nature of the position and the duties to be performed, considerable time may be spent outside. The employees are exposed to extreme weather and working conditions. Occasional bending, stooping, lifting, reaching and frequent walking is required to perform this job. Ability to work shifts.